



P.O. Box 1409 / 945 S Leo Ave  
La Joya TX 78560  
(956)581-7069

**BOARD RESOLUTION 1A OF LA JOYA HOUSING AUTHORITY ADOPTED ON  
NOVEMBER 19, 2019**

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The undersigned, being all the directors and the Executive Director of the La Joya Housing Authority, hereby sign the following resolutions:

**RESOLVED THAT:**

1. The need to track the on clock working hours of La Joya Housing Authority employees is crucial to a well-run, efficient operation. For this reason, on September 19, 2019 the La Joya Housing Authority implemented a virtual time management system called "On the Clock". Further, this system is affordable and effective in tracking hours worked and employee attendance in the workplace.
2. The La Joya Housing Authority Board of Commissioners and it's Executive Director recognize that abuses of the La Joya Housing Authority waiting list is both wrong and damaging to the integrity of our Housing Authority. Therefore, the La Joya Housing Authority Board and it's Director pledge to strictly abide by the waiting lists' protocol and purpose. Further, the La Joya Housing Authority Board and it's Director pledge to report possible abuses of the waiting list system through the appropriate HUD channels.
3. Record keeping as it pertains to the La Joya Housing Authority meetings is vital for the organization's accountability and transparency. The secretary and record keeper for the La Joya Housing Authority is vested in an Executive Director whose 14 years of Municipal Public Service now serve as a guide to understand the importance of recording the actions of the La Joya Housing Authority's Board during meetings. As of October 2019, board minutes are kept and stored in paper and electronic files. Further, these files are kept under lock and key by the Executive Director.
4. Procurement Policies are key in efficient, cost saving measures, that ensure a Housing Authorities ability to serve its tenants and housing complex. As of November 19, 2019, the La Joya Housing Authority adopted a procurement policy. Within 90 days of said policy's approval,



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the La Joya Housing Authority will provide an in-service over the procurement policy's guidelines for staff and the La Joya Housing Authority Board Members.

5. It is the responsibility of the La Joya Housing Authority to properly keep an accounting of Tenants rental payments and arears. It is equally important that payments and arears be identified correctly and processed accordingly. In the matters of bad debt, it is imperative that proper measures be used to classify bad debt as write-offs and not revenue. As of September 2019, the La Joya Housing Authority created a Compliance Department under the direction of Compliance Director Blanca Valdez which deals with transactions of rental payments and arears. Further, during the October 2019 board of commissioners meeting the La Joya Housing Authority took action to procure for the services of a certified public accountant that will oversee and advise on proper ways to handle write-offs and bad debt. Said certified public accountant will be hired when operational funding is made available.
6. The La Joya Housing Authority's Board of Commissioners and Staff must commit itself to prudent, frugal, responsible travel and training policies. Within 60 days of adoption of this document, the La Joya Housing Authority will create and approve a Travel Policy that clearly explains the responsibilities and parameters of board members and staff when traveling becomes necessary. Further, the La Joya Housing Authority Board agrees to a one budget year, 365-day suspension of all travel. In the matter of improper reimbursements, the La Joya Housing Authority will direct its attorney to research possible reimbursement violations. After such action, the La Joya Housing Authority will instruct its attorney to issue invoices of re-payment to any board member or staff who is found to have been improperly reimbursed or misused Federal money.
7. The fiduciary responsibility of properly handling federal funds are substantial. Within 60 days of adoption of this document, the La Joya Housing Authority will adopt an internal funding control policy which will address the possible damaging consequences of improperly transferring and co-mingling funds from different housing authority bank accounts. Further, the La Joya Housing Authority will provide HUD with account activity bank reports every three months. These reports will track the integrity and compliance of the La Joya Housing Authority bank accounts. Moreover, the transferred monies which were diverted to a "blended component unit (nonprofit corporation)" were somehow



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expended. The present La Joya Housing Authority Commission nor its new Executive Director can ascertain how and when these funds were expended. The La Joya Housing Authority fully supports efforts by HUD to bring clarity to the outcome of said monies.

8. In October 2019 the La Joya Housing Authority took action to procure for the services of a certified public accountant. This will greatly help the La Joya Housing Authority handle matters that require compliance with IRS guidelines. The process to hire said accountant for the La Joya Housing Authority will move forward as operational funding becomes available.

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John J. Pena  
Board Chair  
La Joya Housing Authority

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Jorge Bazan  
Board Vice-Chair  
La Joya Housing Authority

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Jose A. Salinas  
Tenant Commissioner  
La Joya Housing Authority

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Yvette Flores  
Board Commissioner  
La Joya Housing Authority

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Berta Mireles  
Board Commissioner  
La Joya Housing Authority

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Ruben O. Villarreal  
Executive Director  
La Joya Housing Authority

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Date Approved.